



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: NF04-2015

(X) DIVISION/PROGRAM (X) DEPARTMENT (X) STATEWIDE

TITLE: Administrative Analyst 2 SALARY: P26 \$64,677.09-\$92,011.89
OPENING DATE: September 15, 2015 CLOSING DATE: September 29, 2015
EXISTING VACANCIES: One (1) WORKWEEK: NL

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Site Remediation and Waste Management Program
Division of Enforcement, Technical and Financial Support
401 East State Street-6th Floor
Trenton, NJ 08625

DESCRIPTION: Under general supervision of an Administrative Analyst 1 or other supervisor in a state department, institution, or agency, performs the review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions; does other related duties.

PREFERRED SKILLSETS: This position will be responsible for activities related to the oversight of Remediation Funding Sources (RFS) provided as a financial guarantee for the completion of contaminated site cleanups. Job related activities would include timely reviews of initial financial instruments and forms for compliance and data tracking; receipt and review of cleanup cost estimates and financial renewals; assessment and payment of annual 1% surcharges; compliance assistance outreach; drawing down on financial instruments and securing the monies into dedicated state accounts for non-compliant responsible parties; and releasing RFS funds once cleanups are complete. Additional job activities include data related management actions using NJEMS; running various data reports; manipulating spreadsheets and providing requested data reports to management. Strong NJEMS database management skills preferred.

REQUIREMENTS:

Education: Graduation from an accredited college or university with a Bachelor’s degree.
Experience: Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency. **Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year –for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. **Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year –for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. **Note:** A Master’s degree in Public Administration, Business Administration, Economics, Finance or Accounting may be substituted for one (1) year of indicated experience.
License: Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

RESIDENCY: Pursuant to N.J.S.A. 52:14-7(L. 2011 Chapter 70), also known as the New Jersey First Act which became effective September 1, 2011, all persons newly hired by the NJDEP on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the NJDEP or from another State of New Jersey appointing authority without a break in service greater than 7 days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

SCOPE OF ELIGIBILITY: Open to State employees with permanent status in the competitive series who meet the requirements listed above.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Nancy Fury
Division of Human Resources
Bureau of Human Resources Operations
PO Box 420; Mail Code 436-01
Trenton, NJ 08625-0420
E-mail Address: Nancy.Fury@dep.nj.gov
Fax Number (609) 292-0968

POSTING AUTHORIZED BY: Deni Gaskill, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer